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9 August 1950

MEMORANDUM FOR: ADFC via TIO/CEO
ADFC via Chief, Staff II

1. The attached report of the Training Review Committee is submitted for your information and such action as you deem appropriate. After the submission of the report a study was made to determine the action to be taken by the Training Division in order to carry out the recommendations as given by the committee. The following paragraphs indicate the proposed action of the Training Division. For ease of cross reference the paragraphing is parallel to that of the Training Review Committee.

2 a. A tentative outline for the recommended refresher course is presently being drafted. It is planned that such instruction will be organized and conducted by the Advance Specialized Training Section of the Staff Training Branch. It should be noted, however, that this is a refresher course for highly experienced personnel only (returning station chiefs or GS-12's and above) and is not considered as equivalent to regular Staff Training. It is planned that such courses will be run on a quarterly basis and that division chiefs be notified of its scheduling as far in advance as possible.

2 b. To carry out this recommendation it is planned to develop an additional course of Administrative Training for high level personnel, GS-12's or above. This course would be run monthly providing there are sufficient students to justify this frequency. Thus, in administrative training there would be two courses of instruction; (1) the present Administrative Course for clerical personnel and; (2) a Staff Administrative Course as indicated above. By this means it would not be necessary to increase the instructor staff for Administrative Training and the new course could be run in the intervals between the present Administrative Courses.

2 c. This recommendation has been transmitted to the Chief, Common Instruction and he has taken appropriate action. It should be noted, however, that the three courses of Common Instruction are operations courses and it is not believed desirable that they should develop into administrative courses. Thus they will deal with administration only as it relates to operational support, planning and administration. Administration as such will continue to be taught by the Administrative Training Section although, obviously, there must be very close coordination between operational and administrative instruction.

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2 d. This is an excellent suggestion and one which we have always desired to implement but have been unable to do so due to the lack of instructor personnel. With the present number of instructors in the Training Division it is believed that this recommendation can be effected. The directors of several courses of instruction have been notified to see that it is accomplished.

2 e. To effect this recommendation the Training Division is planning to present all general background material concerning international Communism in its various aspects in the SOC and to discuss in the SOC the classified aspects of Soviet and satellite intelligence and of clandestine operations against the USSR and related targets.

2 f. A suggested reading list covering Communism and the USSR is presently being prepared. This will be provided the student of the Staff Orientation Course, SOC, at the time of submission of the Training Request form.

2 g. Steps have already been taken by the Chief Instructors of the three courses of Common Instruction to increase the training in eliciting, interviewing and interrogation.

2 h. The Chief of the Staff Training Branch has already established a panel to review all material prepared for distribution in that branch. Similar procedures for review of material have likewise been established in the Covert and Area Training Branches. In the future it is anticipated that a TRD Review Panel will be established to coordinate all instructional materials prepared by the three branches of the Training Division.

3 a. (1) In accordance with this recommendation the classification of the SOC will be raised to Secret. It should be recognized, however, that very little of the course as presently conceived will actually be Secret, most of it will be Restricted, some Confidential and a small amount will be Secret. On the matter of operational reporting the chief instructor of the Staff Orientation Course has been directed to give greater emphasis to the principles and techniques which are common to operational reporting as well as information reporting. In addition he has been directed to provide more practice to OPC students in operational reporting.

3 a. (2) In the future all unclassified material on Communism in the SOC will be issued the beginning of the course for outside reading.

3 b. To implement this suggestion, eight to ten hours of elementary tradecraft instruction will be included in the existing Administrative Course.

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3 c. (1) The directive to the Chief Instructor is being revised in more specific terms. Steps are being taken to reorganize and integrate these courses with the rest of the instruction of the Staff Training Branch. It is planned that the Investigative Techniques Course be extended to two weeks' duration in order to provide the students not only with the familiarization with CI techniques as employed against our operations but also with a working efficiency in selected techniques as they can be used by us in an aggressive way. The one week in basic photography should be continued, but an additional week of laboratory work will be made available at request.

3 c. (2) The Training Request Form as suggested is in preparation.

3 d. (1) A request for such a priority or a clarification of requirements for advanced specialized instruction has already been submitted to OGC. In view of the shortage of students from GSO and OGC for such high level instruction it is contemplated that the concept of such instruction will be changed. In the past the concept was that such courses would each be of two to three weeks duration with about six to eight students in each course. Experience has shown, however, that it is almost impossible to assemble this number of qualified students for such a period of time. Thus in very general terms, it is planned for these instructors to provide tutorial type training to high level or operationally qualified personnel as required, and in accordance with their availability. In addition, organized courses of instruction would be conducted when there are sufficient students to so justify. A more detailed explanation of the organization and functions of the Advanced Specialized Training Section was provided in a recent memorandum requesting a change in the T/O of the Training Division.

3 d. (2) A basic plan for such a course is being developed and will be submitted for approval.

3 d. (3) In the T/O revision of the Training Division one instructor was added to the Advanced Specialized Training Section to establish and provide such a course of instruction. An additional instructor has also been added for instruction in Escape and Evasion activities.

4. The rotation policy recommended by Chief of the Covert Training Branch has always been a policy of the Training Division. It is readily recognized, however, that it is neither desirable nor feasible to effect a rotation policy out of the Training Division without having a similar

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policy in OEO and OPO to replace such instructors with qualified personnel. Thus, up to the present time and until such time as the Training Division has sufficient instructors to properly execute its responsibilities, it will not be possible to effect an orderly rotation policy. Until this time is reached it will be done to the greatest extent possible, but must necessarily be handled on an individual basis.

5. Noted.

2. If the above outlined action of the Training Division meets with your approval it is requested that this Division be so notified in order to effect immediate implementation. Any additional suggestions or comments concerning the recommendation of the Training Review Committee or the instruction of the Training Division is invited.

Chief, T&D

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